



## Privacy Act of 1974; System of Records

**AGENCY:** Board of Governors of the Federal Reserve System.

**ACTION:** Notice of a modified system of records.

**SUMMARY:** Pursuant to the provisions of the Privacy Act of 1974, notice is given that the Board of Governors of the Federal Reserve System (Board) proposes to modify an existing system of records, entitled BGFRS-27, “FRB—Performance Management Program Records,” which the Board proposes to rename BGFRS-27, “FRB—Performance Records.” BGFRS-27 includes performance appraisals, attachments and supporting documentation related to performance including feedback from various sources.

**DATES:** Comments must be received on or before [INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]. This new system of records will become effective [INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER], without further notice, unless comments dictate otherwise.

The Office of Management and Budget (OMB), which has oversight responsibility under the Privacy Act, requires a 30-day period prior to publication in the *Federal Register* in which to review the system and to provide any comments to the agency. The public is then given a 30-day period in which to comment, in accordance with 5 U.S.C. 552a(e)(4) and (11).

**ADDRESSES:** You may submit comments, identified by *BGFRS-27 “FRB—Performance Management Program Records,”* by any of the following methods:

- *Agency Website:* <https://www.federalreserve.gov>. Follow the instructions for submitting comments at <https://www.federalreserve.gov/apps/foia/proposedregs.aspx>.
- *Email:* [regs.comments@federalreserve.gov](mailto:regs.comments@federalreserve.gov). Include SORN name and number in the subject line of the message.
- *Fax:* (202) 452-3819 or (202) 452-3102.

- *Mail:* Ann E. Misback, Secretary, Board of Governors of the Federal Reserve System, 20th Street and Constitution Avenue NW, Washington, DC 20551.

All public comments will be made available on the Board's website at

<https://www.federalreserve.gov/apps/foia/proposedregs.aspx> as submitted, unless modified for technical reasons or to remove sensitive personally identifiable information. Public comments may also be viewed electronically or in paper in Room 146, 1709 New York Avenue, NW, Washington, DC 20006, between 9:00 a.m. and 5:00 p.m. on weekdays.

**FOR FURTHER INFORMATION CONTACT:** David B. Husband, Counsel, (202) 530-6270, or david.b.husband@frb.gov; Legal Division, Board of Governors of the Federal Reserve System, 20th Street and Constitution Avenue NW, Washington, DC 20551.

**SUPPLEMENTARY INFORMATION:** The Board is updating this system of records to reflect the transition to a cloud-based application for storing and managing the records. The Board is taking the opportunity to identify additional sources of information being collected, update the category of records in the system, clarify that only final performance appraisals are retained under the retention schedule, reflect additional detail on the management of the system, and rename the system. Accordingly, the Board is updating the system location, the system manager, the categories of records in the system, the record source categories, the policies and practices for the retention of records, and the administrative and physical safeguards sections. The Board is also updating the "Routine Uses" section to add a link to the Board's general routine uses and is amending the system-specific routine use to specify that only information regarding employee awards may be released to organizations that grant or publicize employee awards.

The Board is also making technical changes to BGFRS-27 consistent with the template laid out in OMB Circular No. A-108. Accordingly, the Board has made technical corrections and non-substantive language revisions to the following categories: "Policies and Practices for Storage of Records," "Policies and Practices for Retrieval of Records," "Policies and Practices

for Retention and Disposal of Records,” “Administrative, Technical and Physical Safeguards,” “Record Access Procedures,” “Contesting Record Procedures,” and “Notification Procedures.” The Board has also created the following new fields: “Security Classification” and “History.”

**SYSTEM NAME AND NUMBER:** BGFRS-27 “FRB—Performance Records”.

**SECURITY CLASSIFICATION:** Unclassified.

**SYSTEM LOCATION:** Board of Governors of the Federal Reserve System

20th Street and Constitution Avenue, NW, Washington, DC 20551. The Human Resources Function of the Management Division maintains final performance appraisals. Divisions may retain copies and other performance-related documents.

**SYSTEM MANAGER(S):** Lewis Andrews, Sr. Manager – HR Analytics, Systems, and Operations, Human Resources, Management Division, Board of Governors of the Federal Reserve System, 20th Street and Constitution Avenue NW, Washington, DC 20551, (202) 452-3082, or [lewis.e.andrews@frb.gov](mailto:lewis.e.andrews@frb.gov).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sections 10 and 11 of the Federal Reserve Act (12 USC 244 and 248).

**PURPOSE(S) OF THE SYSTEM:** These records are collected and maintained to assist the Board in administering its personnel functions.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Past and present Board employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:** This system contains performance appraisal documents, and feedback from other sources, and attachments (e.g., supporting documentation related to performance).

**RECORD SOURCE CATEGORIES:** Information is provided by the individual to whom the record pertains, the individual's manager(s), and other individuals with knowledge of the

individual's performance including individuals that the individual to whom the records pertains identifies as a source of additional feedback.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:**

General routine uses A, B, C, D, E, F, G, H, I, and J apply to this system. These general routine uses are located at <https://www.federalreserve.gov/files/SORN-page-general-routine-uses-of-board-systems-of-records.pdf> and are published in the Federal Register at 83 FR 43872 at 43873-74 (August 28, 2018). Records may also be used to disclose information regarding employee awards to public and private organizations, including news media, which grant or publicize employee awards.

**POLICIES AND PRACTICES FOR STORAGE OF RECORDS:** Paper records are stored offsite or onsite in locked filing cabinets. Electronic records are stored in the Board's record-keeping solution, a background investigations system, a secure file server, or in the online system, depending on the age and nature of the record.

**POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:** Records can be retrieved by the names of the individuals on whom they are maintained.

**POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:** Final performance appraisals are retained for a period of ten years or longer as needed for business purposes.

**ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:** Paper records are stored offsite or onsite in locked file cabinets. Electronic files are stored on secure servers. The system has the ability to track individual user actions within the system. The audit and accountability controls are based on NIST and Board standards which, in turn, are based on applicable laws and regulations. The controls assist in detecting security violations and performance or other issues in the system. Access to the system is restricted to authorized users within the Board who require access for official business purposes. Users are classified into

different roles and common access and usage rights are established for each role. User roles are used to delineate between the different types of access requirements such that users are restricted to data that is required in the performance of their duties. Periodic assessments and reviews are conducted to determine whether users still require access, have the appropriate role, and whether there have been any unauthorized changes.

**RECORD ACCESS PROCEDURES:** The Privacy Act allows individuals the right to access records maintained about them in a Board system of records. Your request for access must: (1) contain a statement that the request is made pursuant to the Privacy Act of 1974; (2) provide either the name of the Board system of records expected to contain the record requested or a concise description of the system of records; (3) provide the information necessary to verify your identity; and (4) provide any other information that may assist in the rapid identification of the record you seek.

Current or former Board employees may make a request for access by contacting the Board office that maintains the record. The Board handles all Privacy Act requests as both a Privacy Act request and as a Freedom of Information Act request. The Board does not charge fees to a requestor seeking to access or amend his/her Privacy Act records.

You may submit your Privacy Act request to the—

Secretary of the Board  
Board of Governors of the Federal Reserve System  
20th Street and Constitution Avenue NW  
Washington, DC 20551

You may also submit your Privacy Act request electronically through the Board's FOIA

"Electronic Request Form" located here:

<https://www.federalreserve.gov/secure/forms/efoiaform.aspx>.

**CONTESTING RECORD PROCEDURES:** The Privacy Act allows individuals to seek amendment of information that is erroneous, irrelevant, untimely, or incomplete and is maintained in a system of records that pertains to them. To request an amendment to your record,

you should clearly mark the request as a “Privacy Act Amendment Request.” You have the burden of proof for demonstrating the appropriateness of the requested amendment and you must provide relevant and convincing evidence in support of your request.

Your request for amendment must: (1) provide the name of the specific Board system of records containing the record you seek to amend; (2) identify the specific portion of the record you seek to amend; (3) describe the nature of and reasons for each requested amendment; (4) explain why you believe the record is not accurate, relevant, timely, or complete; and (5) unless you have already done so in a related Privacy Act request for access or amendment, provide the necessary information to verify your identity.

**NOTIFICATION PROCEDURES:** Same as “Access procedures” above. You may also follow this procedure in order to request an accounting of previous disclosures of records pertaining to you as provided for by 5 U.S.C. 552a(c).

**EXEMPTIONS PROMULGATED FOR THE SYSTEM:** None.

**HISTORY:** This SORN was previously published in the Federal Register at 73 FR 24984 at 25005 (May 6, 2008). The SORN was also amended to incorporate two new routine uses required by OMB at 83 FR 43872 (August 28, 2018).

Board of Governors of the Federal Reserve System.

**Ann Misback,**

*Secretary of the Board.*

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